

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Museum

AGENDA DATE: 06/21/05

CONTACT PERSON/PHONE: Museum, Amy Reed, (915) 532-1707

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Staffing Table Change Request for Art Museum Registrar

BACKGROUND / DISCUSSION:

This position was approved for reclassification to reflect the level of responsibility inherent in the job specification.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05.

Fund Source: 54010331-01101-54000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

As per Civil Service Commission on 06/21/05

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: 06/10/05

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 6/21/05

INITIALS 2005-89

Date sent to Human Resources: 6/21/05

DEPARTMENT NAME: Museum	(1) HR DEPARTMENT ID 54	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE: 06/21/05
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A=add

D=delete (3) (4) (5)

(6) ACTIONS (7)

*R/T/C = Regular, Temporary, Contract

*-Position Type *L/U = Classified, Unclassified


A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000Por00000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	1	1	COFEP	54010331-01101-54000		5117	Art Museum Registrar	PM 73	R	L
D	1	1	COFEP	54010331-01101-54000		9351	Art Museum Registrar	PM 70	R	L
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							

(8) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☒ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Per CSC action of 06/09/05 wherein the position was approved for reclassification to reflect the level of responsibility inherent in the job classification.

ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS	(11) DEPARTMENT BUDGET
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(12) DEPARTMENT HEAD SIGNATURE: 	DATE: 6/10/05	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
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<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	HUMAN RESOURCES DEPARTMENT RECOMMENDATION COMMENTS	HUMAN RESOURCES DIRECTOR 	DATE 6/13/05
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COMMENTS:	O.M.B RECOMMENDATION / CITY MANAGER APPROVAL
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RECOMMENDATION <input type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER	CITY MANAGER
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